STANDARD FORM NO. 64 CONFIDENTIAL SECRET
Approved For Release 2005/11/29 : CIA-RDP58-00039A000500010008-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 18 October 1956

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #42

I. COMPLETED PROJECTS

1. Recommendation has been prepared by members of the OCB Working Group regarding ways and means to improve the existing training programs among departments and agencies of the Government in the field of psychological warfare. This recommendation was coordinated with the PP Staff and [redacted] CIA Board member of OCB. 25X1

2. Comments have been prepared on the [redacted] and the CIA FE statement of capabilities to support this plan. 25X1

3. An OTR position regarding the collection of training requirements has been jointly developed which will reduce the number and type of requirements for components of the Agency provided last year.

4. [redacted] (EOD Training) - Recommended concurrance with revised draft proposed by the Executive Officer, DD/P. This will permit early publication of the Regulation which was first circulated for concurrence in April. 25X1

II. NEW PROJECTS

1. NEA Training Program

Received a request to review on-the--job training in reports writing conducted by NEA for the purposes of computing the training under the 5 per cent policy.

2. Office of Comptroller Training Program

Received a request from the WH ~~Administration~~ Division to review Job-training courses conducted by the Comptroller's Office for finance employees to be assigned to overseas stations. The program will be reviewed also for the purposes of the 5 per cent training policy.

25X1
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III. PROJECTS IN PROCESS

25X1 1. [redacted]

25X1 a. The scope and general content of a special course on [redacted] has been tentively determined in conjunction with [redacted] 25X1
25X1 and [redacted] The course is to be divided in two parts of one 25X1
half day each. The first part will be of a general orientation type and will include DCI policy, splices of several pertinent movies, and a lecture covering [redacted]

25X1 b. In addition to the preparation of the actual lecture by [redacted] is pulling together the film required, although there is some question as to how soon [redacted] can actually make the 25X1
splices in view of their heavy work load.

2. DD/S Training Program

Received descriptions of thirty-four training courses conducted by components of the DD/S other than OTR for review as creditable in computing training under the 5% policy. Additionally, a request for approval of an "on-the-job" training course from A&E Staff was returned to Chief, A&E for development in detail as a model description of a job-training course.

3. The development of a Training Annex to the CIA Global War Plan.

4. Analysis of training requirements for the Clandestine Services for FY 1957-58.

5. Development of alternate means of meeting OTR requirements for space in the new building.

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IV. MEETINGS ATTENDED:

1. DD/P Materiel Board

On 16 October the Board:

a. Approved a system of classifications and priorities for research and development projects.

b. Referred to the Transportation Working Group the language aspects of developing an effective [redacted] 25X1
25X1 [redacted] approved direct action between FE and TSS to solve FE's immediate needs.

c. Was informed: by O/Commo on the status of the development of [redacted] 25X1

2. OCB Working Group

25X1 [redacted] attended an OCB Working Group meeting on 9 October at which the inventory of training programs in the field of psychological warfare was discussed.

V. OTR PUBLICATIONS

1. OTR Bulletin

a. With the cooperation of Chiefs of Schools and Staffs, progress is being made in decentralizing to originating contributors responsibility of preparing an optimum amount of Bulletin copy in final typewritten form, suitable for photography. The saving in total processing time, within the tight production schedule, is significant; the Chief, PPS, extends his appreciation to his associates and to the members of their staffs.

b. OTR Bulletin No. 20, November, will be issued only in the General Edition, distributed throughout the Agency. Due to factors such as processing, production, and security the special Clandestine Services edition will be issued usually every third month. Emergency communication needs will be met through the use of the Special Bulletin, a variation of the old-style course announcement. Chiefs of Schools and Staffs are requested to forward all emergency communications through the Editor, OTR Bulletin, for processing and distribution to Agency Training Officers.

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2. OTR Catalog

a. Content: Proof pages of the DD/I and DD/P Headquarters editions are expected from PSD/LO during this reporting period. They will be reviewed for correction, then returned with the Long-Term Schedule charts and the Cover to Printing Services Division for final production and distribution during the forepart of November. The abridged Overseas edition is in process; it should reach consumers within 60 days following issuance of the Headquarters editions.

b. Distribution: In respect to the Headquarters editions, negotiations with the DD/I, DD/S, and DD/P Staff Training Officers successfully are proceeding toward a significantly less involved distribution system, one which promises increased breadth and depth of dissemination. DD/P control and servicing of the Overseas edition remain unchanged.

3. OTR Glossary of Intelligence Terminology

4. Studies in Intelligence

[redacted] 25X1

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